

PERforM Status Definitions

The status of an appraisal is automatically assigned by the PERforM system based upon the actions of the Rater. Status options and how they are used are listed below.

Status	Meaning	Required Action
In Progress	A performance appraisal has been created and saved.	Rater continues working on the appraisal until it is completed.
Pending	A performance appraisal has been submitted to the Reviewer for review.	Reviewer approves or disapproves the appraisal.
Approved	The Reviewer has approved the performance appraisal.	The Rater can now print the appraisal and present it to the Employee for their signature.
Disapproved	The Reviewer has disapproved the performance appraisal.	The Rater and Reviewer should come to an agreement on what changes are needed to make the appraisal acceptable. The Rater incorporates those changes and resubmits the appraisal to the Reviewer for approval.
Overtured Pending	A performance appraisal that has been successfully challenged by the Employee.	The Reviewer determines if the challenge is to be approved or disapproved.
Overtured	An Overtured Pending performance appraisal has been approved.	The Rater creates a new appraisal for the Employee and processes it through the appraisal life-cycle.
Exempt Pending	A performance appraisal is given an exempt status by the Rater for employees who are exempt from a required annual performance appraisal. At this point, the exemption is waiting on approval from the reviewer	
Exempt		The Reviewer approves the exempt status.
Complete	The performance appraisal has been approved by the Reviewer, reviewed with the Employee and the necessary signatures have been obtained.	